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AGENDA

FOR THE

CIA CAREER SERVICE BOARD

32nd Meeting, Thursday, 3 June 1954, at 4:00 P. M.
DCI Conference Room, Administration Building

1. Minutes of the 31st meeting; (attached), for approval.
2. Proposed Regulation [REDACTED] "The Career Staff of the Central Intelligence Agency", dated 27 May 1954; (attached) for approval [to implement the plan, "Selection of Permanent Career Staff", dated 8 January 1954, previously approved by the Board].
3. Proposed Regulation [REDACTED] "The CIA Career Council and the Career Services", dated 27 May 1954; (attached), for approval [to replace the existing Regulation [REDACTED] "CIA Career Service Program", dated 25 May 1953].
4. Proposed Notice, "Retraining for Reassignment", dated 27 May 1954; (attached), for approval.
5. Consideration of Requests for Career Development Positions; to be presented at the meeting.
6. New business.

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AGENDA
FOR THE
CIA CAREER SERVICE BOARD

31st Meeting, Thursday, 13 May 1954, at 4:00 P.M.
DCI Conference Room, Administration Building

1. Minutes of the 30th meeting; (attached), for approval.
2. Revised Staff Study, "Career Development of Junior Personnel," dated 4 May 1954; (attached), for approval.
3. Final Draft of Proposed Regulation, "The Career Service of the Central Intelligence Agency," dated 7 May 1954; (attached), for approval.
4. Career Development Position Status Report; (attached for information regarding requests for Career Development Positions to be presented at meeting).
5. New business.

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AGENDA

FOR THE

CIA CAREER SERVICE BOARD

30th Meeting, Thursday, 6 May 1954, at 4:00 P.M.
DCI Conference Room, Administration Building

1. Minutes of the 29th meeting; (attached), for approval.
2. Report of the Screening Committee on candidates for the Army - Navy - and Air War Colleges.
3. "Survey of Opinion re the Career Service," dated 29 April 1954; (previously distributed to members of the Board); discussion of its bearing on item 4 (below); see especially part III and part IV.
4. Proposed Regulation, "The Career Service of the Central Intelligence Agency," Final Report of the Task Force on CIA Career Service dated 28 April 1954; (attached - previously distributed to members of the Board); for approval.
5. New business.

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AGENDA

FOR THE

CIA CAREER SERVICE BOARD

29th Meeting, Thursday, 29 April, at 4:00 P. M.
DCI Conference Room, Administration Building

1. Minutes of the 28th meeting; (attached) for approval.
2. Staff Study, "Career Development of Junior Personnel", dated 16 April 1954; (distributed previously) for continued discussion and approval.
3. Selection of candidate to attend the Advanced Management Program, Graduate School of Business Administration, Harvard University.
4. Selection of candidates to attend the Army, Navy and Air Service Schools.
5. New business.

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FOR THE

CIA CAREER SERVICE BOARD

28th Meeting, Thursday, 22 April 1954, at 4:00 P.M.
DCI Conference Room, Administration Building

1. Minutes of the 27th meeting; (attached), for approval.
2. Continuation of discussion of promotion policy.
3. Staff Study, "Career Development of Junior Personnel",
dated 16 April 1954; (attached) for approval.
4. New business.

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FOR THE

CIA CAREER SERVICE BOARD

27th Meeting, Thursday, 15 April 1954, at 4:00 P.M.
DCI Conference Room, Administration Building

1. Minutes of the 26th meeting; (attached), for approval.
2. Selection of candidates for the National War College. (Final papers will be distributed at the meeting)
3. Memorandum for Chairman, CIA Career Service Board, subject, "Final Report", from Task Force on Promotion dated 9 April 1954, transmitting draft of Regulation [REDACTED] "Promotion", (attached), for approval.
4. Request for Career Development Slot for Mr. [REDACTED] 25X1A9a
(to be presented at the meeting); for approval.
5. New business.

25X1A

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AGENDA

FOR THE

CIA CAREER SERVICE BOARD

26th Meeting, Thursday, 8 April 1954, at 4:00 P.M.
DCI Conference Room, Administration Building

1. Minutes of the 25th meeting; (attached); for approval.
2. Report to the CIA Career Service Board from the Insurance Task Force in respect to Part I - as to Death, dated 5 April 1954; (attached); for approval. The Chairman of the Task Force will make a presentation of the Studies made by the Task Force and by the consultant actuaries. (The Report dealing with Part II - as to Disability, will be presented at a subsequent meeting of the Board.)
3. Progress Report by the Executive Secretary concerning the six Task Forces established at the meeting on 1 April 1954.
4. New business.

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AGENDA
FOR THE
CIA CAREER SERVICE BOARD

25th Meeting, Thursday, 1 April 1954, at 4:00 P.M.
DCI Conference Room, Administration Building

1. Minutes of the 24th meeting; (attached) for approval.
2. Memorandum for CIA Career Service Board, from Director of Training, Subject, "Multi-Purpose Slots", dated 4 March 1954; (attached) for approval.
3. OTR Monthly Report; (attached) for information.
4. Proposed Plan of Action for the CIA Career Service Board from 1 April 1954 to 30 June 1954; remarks by the Chairman (papers will be distributed at the meeting).
5. New business.

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FOR THE

CIA CAREER SERVICE BOARD

24th Meeting, Thursday, 4 March 1954, at 4:00 p. m.
DCI Conference Room, Administration Building

1. Minutes of the 23rd meeting; (attached) for approval.
2. Memorandum from AD/Personnel to Chairman, CIA Career Service Board, with attached staff study to DCI, subject, "Selective Rotation Program", dated 23 February 1954; (distributed previously) for continued discussion.
3. Discussion of Agency Promotion Policy.
 - a. Office of Communications Order No. 23-53, subject, "Communications Career Service", dated 30 November 1953.
 - b. [REDACTED] subject, "Promotions to Grade GS-15", dated 23 November 1953.
 - c. Draft of Office of Operations Notice, [REDACTED] subject, "Promotion Policy".
 - d. Proposed Policy on Promotion dated 8 December 1953.
4. New business.

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AGENDA

FOR THE

CIA CAREER SERVICE BOARD

23rd Meeting, Thursday, 25 February 1954, at 4:00 P.M.
DCI Conference Room, Administration Building

- 25X1A9a
1. Minutes of the 22nd meeting; (attached) for approval.
 2. Remarks by Col. [REDACTED], DAD/CD, concerning Career Planning in OCD.
 3. Memorandum from AD/Personnel to Chairman, CIA Career Service Board, with attached Staff Study to DCI, subject, "Selective Rotation Program", dated 23 February 1954; (attached) for discussion.
 4. Remarks by AD/Personnel concerning Career Planning techniques and maintenance of central Personnel Records.
 5. New business.

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FOR THE

CIA CAREER SERVICE BOARD

22nd Meeting, Thursday, 18 February 1954, at 4:00 p.m.
DCI Conference Room, Administration Building

1. Minutes of the 21st meeting; (attached) for approval.
2. Memorandum from Chairman, CIA Career Service Board to Director of Central Intelligence, "Career Service Program", dated 26 January 1954, (distributed previously) for continued discussion.
3. New business.

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FOR THE

CIA CAREER SERVICE BOARD

21st Meeting, Thursday, 11 February 1954, at 11:00 a.m.
DCI Conference Room, Administration Building

1. Minutes of the 20th meeting; (attached) for approval.
2. Memorandum from Chairman, CIA Career Service Board, to Director of Central Intelligence, "Career Service Program", dated 26 January 1954, (distributed previously) for continued discussion.
3. New business.

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FOR THE

CIA CAREER SERVICE BOARD

20th Meeting, Thursday, 4 February 1954, at 4:00 P.M.
DCI Conference Room, Administration Building

1. Minutes of the 19th meeting; (attached) for approval.
2. Memorandum from Chairman, CIA Career Service Board, to Director of Central Intelligence, "Career Service Program", dated 26 January 1954, (distributed previously) for discussion.
3. New business.

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FOR THE

CIA CAREER SERVICE BOARD

19th Meeting, Thursday, 14 January 1954, at 4:00 p.m.
DCI Conference Room, Administration Building

1. Minutes of the 17th meeting; (attached) for approval.
2. Minutes of the 18th meeting; (attached) for approval.
3. Selection of a rotating member of the CIA Career Service Board for a period of 1 January 1954 thru 31 June 1954 vice Mr. Huntington Sheldon whose term has expired; for action.
4. Draft of Memorandum from Chairman, CIA Career Service Board to Chairman, Panel on Career Service for Women, "Final Report of the Panel", dated 8 January 1954; (attached) for consideration.
5. Memorandum from Chairman, Special Task Force on Evaluations, "Recommendations on Evaluation Reports," dated 8 January 1954; containing Tab A, final draft "Selection of Permanent Career Staff," and Tab B "Career Selection Report"; (attached) for approval.
6. Proposed policy statements, dated 8 December 1953; (distributed previously) for discussion.
 - a. Proposed Policy on Evaluation
 - b. Proposed Policy on Promotion
7. Staff Study from Chairman, Honor Awards Board, "Classification of National Security Medal," dated 24 December 1953; (attached) for approval.
8. New business.

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FOR THE

CIA CAREER SERVICE BOARD

18th Meeting, Monday 21 December 1953, at 10:30 A.M.
Room 120, Administration Building

1. The minutes of the 17th meeting will be available for approval at the next meeting of the Board.
2. Selection of candidate to attend the Advanced Management Program, Graduate School of Business Administration, Harvard University.

25X1A9a a. [REDACTED]

- (1) Memorandum for Chairman, CIA Career Service Board, Subject "Application for Advanced Management Program, Harvard University", from [REDACTED]

25X1A9a

- (2) Memorandum for CIA Career Service Board, Subject, "Nomination of Mr. [REDACTED], from Otto E. Guthe, Assistant Director, ORR.

25X1A9a

- (3) Brief sheet on [REDACTED]

25X1A9a

25X1A9a b. [REDACTED]

- (1) Memorandum for Director of Training, Subject "Request for non-CIA Training", from [REDACTED], Deputy Assistant Director, OO.

25X1A9a

- (2) Brief sheet on [REDACTED]

25X1A9a

25X1A9a c. [REDACTED]

- (1) Memorandum for Director of Training, Subject, "Advanced Management Training Nomination - [REDACTED]

25X1A9a

- (2) Memorandum for Director of Training, Subject, "Nomination for Advanced Management Training Program - Mr. [REDACTED], from H. Marshall Chadwell, Assistant Director, OSI.

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- (3) Brief sheet on [REDACTED]

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3. New business.

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FOR THE

CIA CAREER SERVICE BOARD

17th Meeting, Thursday 10 December 1953, at 4:00 PM
DCI Conference Room, Administration Building

1. Minutes of the 15th meeting; (attached) for approval.
2. Minutes of the 16th meeting; (attached) for approval.
3. "Responsibility for the Assignment and Career Development of General Administrative Personnel", dated 1 December 1953, from Acting Deputy Director (Administration) to Chairman, CIA Career Service Board; (attached) for consideration.
4. Proposed policy statements dated 8 December 1953; (attached) for discussion.
 - a. Development
 - b. Evaluation
 - c. Rights, Benefits, and Obligations
 - d. Rotation
 - e. Promotion
5. New business

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AGENDA

FOR THE

CIA CAREER SERVICE BOARD

16th Meeting, Monday 23 November 1953, at 4:00 P. M.
DCI Conference Room, Administration Building

1. The minutes of the 15th meeting will be available for approval at the 3 December meeting of the Board.
2. Report of the Junior Officer Task Force dated 9 November 1953, (previously distributed); for discussion.
3. Report of the Panel on Career Service for Women dated November 1953, (previously distributed); for discussion.
4. Memorandum from the Acting DD/I regarding, "Responsibility for the Assignment and Career Development of General Administrative Personnel," dated 18 November 1953; (attached for information).
5. Memorandum from the Acting DD/I regarding, "Restrictions and Obligations on CIA Careerists," dated 19 November 1953; (attached for information).
6. New business.

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FOR THE

CIA CAREER SERVICE BOARD

15th Meeting, Thursday, 19 November 1953, at 4:00 P.M.
DCI Conference Room, Administration Building

1. Minutes of the 14th meeting of the CIA Career Service Board held 12 November 1953, (attached); for approval.
2. Proposed Career Development Slot for [REDACTED] OTR, 25X1A9a for approval.
3. "Responsibility for the Assignment and Career Development of General Administrative Personnel", dated 5 November 1953, from the DD/A Career Service Board, (previously distributed); for discussion.
4. "Selection of Permanent Career Staff", dated 10 November 1953, from the Professional Selection Panel; for discussion, (attached).
5. Definition of the Career Service, dated 9 November 1953, for information; based on discussion at the 13th meeting of the CIA Career Service Board, (attached).
6. Junior Officer Task Force Report dated 9 November 1953, (previously distributed); for discussion.
7. New business.

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FOR THE

CIA CAREER SERVICE BOARD

14th Meeting, Thursday, 12 November 1953, at 4:00 P.M.
DCI Conference Room, Administration Building

1. Minutes of the 13th meeting of the CIA Career Service Board held 5 November 1953, (attached); for approval.
2. Tab E, "Personnel Reserve for the Central Intelligence Agency", Legislative Task Force Report, (previously distributed by the Legislative Task Force); for discussion.
3. Tab H, "Legislative Provisions for the Organization and Structure of Career Service in CIA", Legislative Task Force Report, (previously distributed by the Legislative Task Force); for discussion.
4. Report of Status on Career Development Slots, (attached), dated 9 November 1953, for information.

25X1A9a 5. Proposed Career Development Slots for (a) [REDACTED] CRR
25X1A9a (b) [REDACTED] CRR; for approval.

6. "Responsibility for the Assignment and Career Development of General Administrative Personnel", dated 5 November 1953, from the DD/A Career Service Board, (attached); for discussion.
7. Definition of the Career Service dated 9 November 1953, for information; based on discussion at the 13th meeting of the CIA Career Service Board, (attached).
8. Proposed Letter to Kaplan Committee re Retirement, (attached); for review.
9. New business.

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FOR THE

CIA CAREER SERVICE BOARD

13th Meeting, Thursday, 5 November 1953, at 4:00 P.M.
DCI's Conference Room, Administration Building

1. Minutes of the 12th meeting of the CIA Career Service Board, held 29 October 1953, (attached); for approval.
2. Tab F, "Restrictions and Obligations on CIA Careerists", Legislative Task Force Report, (previously distributed by the Legislative Task Force); for discussion.
3. Tab G, "Tenure, Job Security and Reduction in Force", Legislative Task Force Report, (previously distributed by the Legislative Task Force); for discussion.
4. Proposed definitions of CIA Career Service, (attached); for consideration and approval.
5. New business.

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FOR THE

CIA CAREER SERVICE BOARD

12th Meeting, Thursday, 29 October 1953, 4:00 P.M.
DCI Conference Room, Administration Building

1. Minutes of the 11th meeting of the CIA Career Service Board held 22 October 1953 (attached); for approval.
2. Tab A, "Medical Benefits for Dependents of Employees and Additional Medical Benefits for Employees", Legislative Task Force Report, (previously distributed by the Legislative Task Force); for discussion.
3. Tab B, "Death Gratuity as a Career Service Benefit", Legislative Task Force Report, (previously distributed by the Legislative Task Force); for discussion.
4. New business.

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FOR THE

CIA CAREER SERVICE BOARD

11th Meeting, Thursday, 22 October 1953, at 4:00 P.M.
DCI's Conference Room, Admin. Building

1. Minutes of the 10th meeting of the CIA Career Service Board, held 15 October 1953 (attached); for approval.
2. Tab C, Legislative Task Force Report, (previously distributed by the Legislative Task Force); for discussion.
3. Tab D, Legislative Task Force Report, (previously distributed by the Legislative Task Force); for discussion.
4. New business.

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FOR THE

CIA CAREER SERVICE BOARD

10th Meeting, Thursday, 15 October 1953, at 4:00 P.M.
DCI's Conference Room, Admin. Building.

1. Minutes of the 9th meeting of the CIA Career Service Board, held 23 August 1953 (attached); for approval.
2. Review of activities of the Steering Group (Memorandum for the Record dated 1 October 1953) (attached); for information and confirmation.
3. Selection of a rotating member of the CIA Career Service Board for the period 1 October 1953 thru 31 March 1954, vice Mr. [REDACTED] 25X1A9a
[REDACTED] whose term expired 30 September 1953; for action.
4. Career Development Slot Status Report (attached); for approval.
5. Proposed amendment to CIA Regulation [REDACTED] "CIA Career Service Program" re: Career Development Slots (attached); for approval.
6. Staff Study, subject, "Promotion of Career Employees" dated 7 October 1953 (attached); for approval.
7. Staff Study "CIA Honor Awards" dated 7 October 1953 (attached); for approval.
8. Agency policy concerning Dual Honor Awards; for discussion.
9. Nomination of [REDACTED] as a member of the CIA Honor Awards Board for the period ending 31 October 1954; for approval.
10. New business.

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FOR

CIA CAREER SERVICE BOARD

9th Meeting, Thursday, 20 August 1953 at 4:00 P.M.
DCI's Conference Room, Administration Building

1. Minutes of the 8th meeting of the CIA Career Service Board, held 2 July 1953, (attached); for approval. ✓
2. "Preliminary Report of the Legislative Task Force," dated 13 August 1953, (attached); for discussion.
3. Memorandum for the Record "Meetings of the Steering Group of the CIA Career Service Board," dated 17 August 1953, (attached); for approval. ✓
4. Memorandum from Chairman, Professional Selection Panel, subject, "Proposed Selection Procedure," dated 5 August 1953, with two attachments, (previously distributed); for confirmation of the decisions of the Steering Group on 10 August 1953. ✓
5. New business.

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FOR

CIA CAREER SERVICE BOARD

8th Meeting, Thursday, 2 July 1953 at 4:00 P.M.

DCI's Conference Room, Administration Building

1. Minutes of the 7th Meeting of the CIA Career Service Board, held 21 May 1953, (attached); for approval.
2. Nomination of new rotating member of the Board; for action.
3. Review of activities of the Steering Group (oral report by the Chairman); for information and for confirmation.
4. Staff Study "Career Development Slots", dated 26 June 1953, (attached); for approval.
5. Interim report of the Professional Selection Panel, "The Process of Selecting New Career Employees", dated 23 June 1953, (attached); for comment.
6. "Insurance Task Force Recommendation", dated 16 June 1953, (attached); for action.
7. "Matters affecting a Legislative Program", dated 26 June 1953, (attached); for comment.
8. New business.

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FOR

CIA CAREER SERVICE BOARD

7th Meeting, Thursday, 21 May 1953 at 4:00 P.M.

DCI's Conference Room, Administration Building

1. Minutes of the 6th Meeting of the CIA Career Service Board, held 23 April 1953 (attached); for approval.
2. "The Process of Selecting New Career Employees", dated 17 April 1953, with comments by the Office Career Service Boards (attached); for approval.
3. Memorandum from the Director of Training, Subject: "Training Policies Related to the Agency Career Service Program", dated 7 May 1953, (attached); for approval.
4. Discussion of the CIA Executive Inventory.
5. Executive Secretary's Oral Report on the Insurance Task Force.
6. Executive Secretary's Oral Report on the CIA Honor Awards Board.
7. New business.

SPEECH

- ① Oral by Supt
- ② Task force
- ③ Guidance
- ④ Paper work
- ⑤ Responsibility Board Personnel Supervision

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FOR

CIA CAREER SERVICE BOARD

6th Meeting, Thursday, 23 April 1953 at 4:00 P.M.

DCI's Conference Room, Administration Building

1. Minutes of the 5th Meeting of the CIA Career Service Board, held 10 March 1953, (attached); for approval.
2. "Membership of the CIA Career Service Board", (attached); for action.
3. "CIA Career Service Program"; resubmission of CIA Regulation [REDACTED] to take the place of CIA Notice [REDACTED] (attached); for approval.
4. "Continuation of Missing Persons Act", dated 17 April 1953, (attached); for information.
5. "Summary of the Report of the Strauss Commission on Hazardous Duty and Incentive Pays", dated 16 April 1953, (attached); for information and confirmation of previous action.
6. "Honor Awards Board Activities", dated 17 April 1953, (attached); for information and approval of proposed Notice.
7. "Report of Professional Selection Panel Activities", dated 17 April 1953, (attached); for information and approval of proposed instructions.
8. "The Process of Selecting New Career Employees", dated 17 April 1953, (attached); for action.
9. "Quarterly Summary of Career Service Activities for the Period 15 December 1952 to 15 March 1953", dated 17 April 1953, (attached); for information.

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FOR

CIA CAREER SERVICE BOARD

5th Meeting, Thursday, 5 March 1953 at 4:00 P.M.

DCI's Conference Room, Administration Building

1. Minutes of the 4th Meeting of the CIA Career Service Board, held 15 January 1953, (previously distributed); for approval.
2. Nomination of Chairman of the CIA Career Service Board, for the period 1 March 1953 until 30 June 1953, (attached); for action.
3. "Hazardous Duty Pay Program"-further consideration of Regulation proposed at 4th Meeting on 15 January 1953 and tabled. See Comments by the Career Service Boards of the DD/P area, (attached); for action.
4. "CIA Career Service Program", CIA Regulation to take the place of CIA Notice ~~SECRET~~ (attached); for approval.
5. "Report of Professional Selection Panel Activities", dated 24 February 1953, (attached); for information.
6. "Oral Examination of Applicants", Staff Study, dated 3 February 1953, (attached); for action.
7. "Responsibility for Career Planning", Staff Study, dated 24 February 1953, (attached); for approval.
8. "Ten Year Commendatory Letter", Staff Study, dated 13 February 1953, (attached); for approval.
9. "Categories of CIA Personnel", Staff Study, dated 29 January 1953, (attached); for approval.

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FOR

CIA CAREER SERVICE BOARD

4th Meeting, Thursday, 15 January 1953 at 4:00 P.M.

DCI's Conference Room, Administration Building

1. Minutes of the 3rd Meeting of the CIA Career Service Board, held 19 November 1952, (previously distributed); for approval.
2. Revision of Schedule A of the CIA Career Service Program, (attached); for action as indicated in paras. 3 and 4.
3. Selection of a rotating member of the CIA Career Service Board for the period 1 January to 30 June 1953; for action.
4. Report of the Working Group on Honor Awards, "Final Report", dated 9 January 1953, (attached); for action, i.e., approval of proposed CIA Regulation, Notice and Personnel Notice contained in TAB F.
5. Report of the Working Group on Hazardous Duty, "Interim Report, Hazardous Duty Pay Plan", dated 9 January 1953, (attached); for action, i.e., approval of proposed CIA Regulation and Notice.
6. "Basic Intelligence Training", dated 23 December 1952, (attached); for action, i.e., approval of proposed CIA Regulation.
7. Report of the Professional Selection Panel "Summary of Action on Cases Submitted to the Panel", dated 9 January 1953, (attached); for information.
8. "Summary of Career Service Activities for the period 15 August to 15 December 1952", from the Executive Secretary, CIA Career Service Board, dated 9 January 1953, (attached); for information.

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FOR

CIA CAREER SERVICE BOARD

3rd Meeting, Wednesday, 19 November 1952, at 4:00 P.M.
DCI's Conference Room, Administration Building

1. Minutes of the 2nd Meeting of the CIA Career Service Board, held 17 October 1952, (attached); for approval.
2. Minutes of the 2nd Meeting of the Review Committee of the CIA Career Service Board, held 12 November 1952, (attached); for information.
3. Oral reports on the status of:
 - a. the Honor Awards Program,
 - b. the Longevity Awards Program,
 - c. Hazardous Duty Board,
 - d. Promotion Policy,
 - e. Insurance Study,
 - f. Personnel Evaluation Program.
4. Staff Study from Professional Selection Panel to Chairman, Career Service Board, dated 17 November 1952, to determine the scope of the Panel's responsibilities, (attached); for consideration.
5. Discussion of "Problems of the Career Service Program", dated 17 November 1952, (attached).
6. New business.

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FOR

CIA CAREER SERVICE BOARD

1st Meeting, Tuesday, 26 August 1952, at 4:00 P.M.
DCI's Conference Room, Administration Building

1. Discussion of and adoption of Board procedure.
2. Final Report of the Working Group on Honor Awards, dated 8 August 1952. (Attached). (Action: Approval or disapproval of the Report; if approved, transmittal to the DCI for his approval and recommendation to the President).
3. Report of the Executive Secretary on actions taken between 13 June 1952 and 15 August 1952 to implement the Career Service Program. (Attached).

Distribution:

Members of the CIA Career Service Board
Chairmen of the Office Career Service Boards

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